Schoolnet: Administering Online Assessments

Audience Roles: Student, Teacher

Learn how to prepare for online assessments, understand the student assessment experience, and view student progress in real time.

Tasks to Perform Before Each Assessment

Complete the following tasks before administering each test:

- Write the online passcode* and site URL where students can view them
- If applicable, confirm the network password so that in the event that a student signs off the computer, she can sign back in
- Print student usernames and passwords*
- Print test booklets and answer sheets for any students who will not test online*

*See the section about using the Proctor Dashboard below

Note: You administer or score a test after the course ends (end of school year or semester).
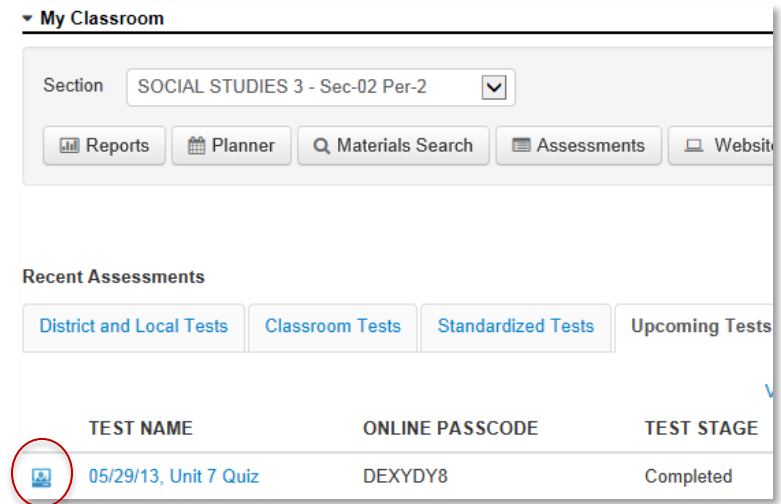
Using the Proctor Dashboard

Use the Proctor Dashboard to prepare for test administration and to view the details of your students' progress during an assessment.

To access the Proctor Dashboard:

1. On the **Schoolnet** home page, under **My Classroom** select a class in the **Section** menu

2. Click the **Upcoming Tests** tab

3. Note the **Online Passcode** and then click the **Proctor Dashboard** icon for the assessment


If you cannot locate the test on the Schoolnet home page, click the **Assessment Admin** header, locate the test, and select **Proctor Dashboard** from the **Actions menu**.

4. In the **Proctor Dashboard**, use any of the following tools from the **Action** menu (top right) depending on the stage of the test:

- View **Test Details** to access scoring instructions and any associated resource files for the test

- If students do not access Schoolnet through another application, view a list of your students' Schoolnet **Usernames/Passwords**

The usernames and passwords do not apply if students use another sign in method.

- Print **Answer Sheets** and **Test Booklets** for any student who will not take the assessment online

- Access the **Item Analysis** report when students have submitted their test

5. Use the tools and displays on the dashboard to:

- View the number of students who have **Not Started**, are **In Progress**, and have already **Completed** the test

- View each student's progress throughout the assessment using the **Test Progress** bar, which displays colored bars to represent **Correct**, **Partially Correct**, **Incorrect**, and **Open Response** questions (hover over for details)
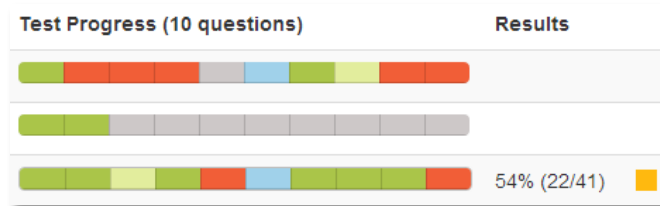
- Use the **Pencil** icon next to a student's name to **Score Open Response** answers for students who submitted their test, **Delete Student Test Results** for the individual students (red button at bottom), or access a link to **Resume Online Or Click Test** submitted prematurely
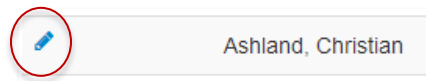
The Student Experience

Before they take their first test in Schoolnet, make sure students know what to expect. Help them prepare by either describing the test features, or by including a zero point item as the first question

that you work through as a class, or by viewing a sample test that you preview from the Test Details page.

Confirm with a site administrator how students will sign in, either directly through Schoolnet or through a portal.

To take a test, students will sign in and then complete the following steps:

1. On the **Schoolnet** home page, under **Take a Test** enter the online passcode for the test in the **Enter Passcode** field and click **Go**

2. Confirm that the title of the correct assessment is selected and click **Start Your Test**

3. In the test window that appears, click **Start Test Now** or **Continue Test Now** if you are returning to complete a test

4. As they answer each test question, click **Next** to advance through the assessment

5. Use test tools as needed:

- Mark questions for follow-up with the flag icon

- Highlight passages in yellow

- Hide wrong answers

- Pause the test

- Access tools and manipulatives

6. After answering the last test question, click **View Test Summary**

7. On the Test Summary page, click any flagged or unanswered questions to review them and make changes or additions

8. When satisfied with all the answers, click **Submit Test**

9. In the confirmation window that appears, click **Yes**

10. Click **Close Test**